

**A RULE ADOPTING OFFICIAL HUMAN RESOURCE  
FORMS FOR USE WITHIN THE SYSTEM BY ALL APPOINTING  
AUTHORITIES FOR CLASSIFIED AND UNCLASSIFIED  
PERSONNEL; AND FURTHER PROVIDING A NUMBERING  
SYSTEM OF SAID FORMS; AND  
ESTABLISHING AN EFFECTIVE DATE**

**SECTION I.** The following forms herein named are official Santa Rosa County forms for use by all Appointing Authorities for Classified Personnel.

**SECTION II.** The Human Resource Department may change the format or contents of an approved form, as needed.

**SECTION III.** All Human Resource forms shall be numbered as herein designated:

HR I	Action & Information for Filling Vacancies
HR II	Requisition to Fill Vacancies from Registers
HR II	(Automated) Requisition to Fill Vacancies from Registers
HR III	Application for Employment
HR III	Application for Employment (Automated)
HR IV	Medical History & Evaluation
HR V	Notice of Disciplinary Action
HR VI	Termination of Employment
HR VII	Personnel Action
HR VII	(Automated) Personnel Action
HR VIII	Employee Evaluation
HR IX	Transfer/Donate Leave
HR X	Request for Donated Leave
HR XII	Designation of Beneficiary of Benefits
HR XIII	Re-Cap Leave Accumulation
HR XIV	Termination Check List
HR XV(1)	Attendance & Leave Record (beginning Friday)
HR XV(2)	Attendance & Leave Record (beginning Thursday)
HR XV(3)	Attendance & Leave Record (beginning Sunday)
HR XV(4)	Attendance & Leave Record (beginning Saturday)

**SECTION IV.** The effective date of this rule shall be July 1, 2002.